

**NIH Equal Employment Opportunity and Diversity Management Restructuring Timeline**  
**WORKING DRAFT–March 25 VERSION**  
*Red = Proposed Milestones*

<b>Date</b>	<b>Activity</b>	<b>Responsible</b>	<b>Comments</b>
June 03	<i>Submission of NIH's EEO Program Restructuring Plan to the Administrative Restructuring Advisory Committee (ARAC) for review and approval</i>		Completed
July 03	<i>Approval of the NIH EEO and DM Restructuring Plan by the Department and NIH ARAC</i>		Completed
Oct 03	<i>Establish the NIH EEO Program Restructuring Transition Workgroup (IC EEO Officers, Office of Equal Opportunity and Diversity Management officials, Executive Officer, HR and budget officials, NAPA, OMA and Chairperson, NIH Diversity Council)</i>		Completed
Oct 03	<i>Conduct weekly (Wed) Transition Team meetings</i>		Ongoing
Nov 03	<i>Establish the NIH EEO and DM Steering Committee (Senior-level NIH officials including IC Deputy Directors and Executive Officers)</i>		Completed
Nov 03	<i>Develop DRAFT Organizational Chart options for the new OEODM</i>		Completed
Nov 03	<i>Develop DRAFT Functional Statements for the new OEODM</i>		Completed
Dec 03	<i>Conduct a 1 day Transition Team Retreat (Natcher Conference Center)</i>		Completed
Jan 04	<i>Submit the Space Justification/Space Management Plan for the new Organization</i>		Completed
Feb 04	<i>Brief the IC EEO Officers on the EEODM Restructuring Status</i>		Completed
Feb 04	<i>Initiate the IC EEO and DM FTE and budget study</i>		Completed
Feb 04	<i>Brief NIH EEO and DM Steering Committee</i>		
Feb 04	<i>Conduct a 1 ½ day Transition Team Retreat (Wye River Conference Center)</i>		Completed
Feb 04	<i>Finalize the Organizational Structure and Functional Statements</i>		On-Going*
Feb 04	<i>Develop DRAFT operating procedures for each division function</i>		Completed
Mar 04	<i>Discuss staffing options and develop methodologies for new Organization</i>		Completed
Mar 04	<i>Discuss "Buy Out" Authority – If appropriate and available</i>		Completed
Mar 04	<i>Request IC budget and FTE data</i>		Completed

<b>Date</b>	<b>Activity</b>	<b>Responsible</b>	<b>Comments</b>
Mar 04	<i>Survey ICs for current EEO resource allocation</i>		
Apr 04	<i>Analysis of IC budget and FTE data</i>		On-Going
Apr 04	<i>Communication Information</i>	NAPA	
Apr 04	<i>Research and analyze the EEO and DM “Best Practices”</i>	NAPA	ARAC Requirement
Apr 04	<i>Identify # of FTEs per organization component</i>	FTE Subcommittee	
Apr 04	<i>Communication Strategy</i>	Communication Subcommittee	
Apr 04	<i>Conduct pre-retreat meetings with IC/OEODM staff</i>	IC EEO Officer Workgroup Members	
May 04	<i>EEO Community All-Hands Retreat</i>	Workgroup	Tentative - Week of May 3
May 04	<i>Brief EEO Steering Committee</i>	Larry	
May 04	<i>Conduct staff skills assessment/inventory</i>	FTE Subcommittee	
May 04	<i>Identify staff training/retraining requirements</i>	Evans	
May 04	<i>Communication Update</i>	NAPA	
May 04	<i>Develop and finalize new position descriptions where necessary. On a case by case basis-Prepare PD Cover Sheets and statements of differences, determination of incumbent-only PDs</i>	* Staffing Subcommittee	New Subcommittee
June 04	<i>Finalize Plan</i>		
June 04	<i>Submit request for reorganization to EEO Steering Committee/</i>		
June 04	<i>Communication Update</i>	Communication Subcommittee	
June 04	<i>Develop process for staffing of new Organization</i>	* Staffing Subcommittee	New Subcommittee
June 04	<i>Submit the Plan for approval by the ARAC/OMA/NIH Director Steering Committee</i>	Larry/Patti	
June 04	<i>Develop standard operating procedures for the IC Service Teams</i>	TBD - NIH EEO Community All Hands Retreat	
July 04	<i>Finalize staffing for new organization</i>		

<b>Date</b>	<b>Activity</b>	<b>Responsible</b>	<b>Comments</b>
July 04	<i>Submit FY 05 CSAC Budget for Management Fund</i>	Patti	Submitted to OD Budget April 16, 2004
July 04	<i>Develop overall implementation plan for restructuring</i>	NAPA	
July 04	<i>Communication Update</i>	Communication Subcommittee	
Aug 04	<i>Communication Update</i>	Communication Subcommittee	
Aug 04	<i>Finalize the general operating procedures (i.e., between the Divisions, between OEODM-ICs)</i>	TBD	
Aug 04	<i>Finalize the operating process for each division function (following selection of Division Chief)</i>	Division Chiefs	
Sept 04	<i>Determine measurable outcomes for evaluating restructure at 180 day and 1 year period</i>	NAPA	
Sept 04	<i>Communication Update</i>	Communication Subcommittee	
Oct 04	<i>Conduct orientation session for the new Organization staff</i>	Larry/Workgroup	Will this be accomplished as part of a Retreat?
Oct 04	<i>Begin implementation of the new Organization</i>	Larry	
Oct 04	<i>Orientation/marketing to the ICs and clients regarding the new Organization; develop FAQs</i>	Larry and Division Chiefs	Ongoing activity
Nov 04	<i>Develop IDP and training needs for each staff member</i>	Division Chiefs	
Jan 05	<i>Implement staff training based on the skills/needs assessment conducted</i>		
Mar 05	<i>Develop a Succession Plan and analyze career ladder projections</i>		Ongoing activity
Apr 05	<i>Conduct assessment of new organization/transition process 180 days after implementation</i>	TBD	
Oct 05	<i>Conduct evaluation of the new organization (1 year after implementation)</i>	TBD	